



**U.S. Department of Transportation
Federal Highway Administration**

MERIT PROMOTION VACANCY ANNOUNCEMENT

**NUMBER: LF1135WL
OPENS: 09-17-01
CLOSES: 10-09-01**

All application materials/documents must be postmarked by the closing date and received by 10-12-01.

THIS POSITION IS ALSO ADVERTISED UNDER OPEN EMPLOYMENT OPPORTUNITY VACANCY ANNOUNCEMENT LF1105DX WHICH CLOSES ON OCTOBER 9, 2001. YOU MUST SUBMIT SEPARATE APPLICATIONS.

POSITION: Civil Engineering Technician (Design), GS-802-12 (More than one position may be filled.)

LOCATION: Western Federal Lands Highway Division, Vancouver, Washington

AREA OF CONSIDERATION: Government-wide. Current Federal employees with status and former Federal employees eligible for reinstatement will be considered through merit promotion procedures. Individuals eligible for special appointing authorities such as persons with disabilities, certain veterans, etc., are also encouraged to apply and will receive concurrent consideration. Individuals in the local commuting area (Vancouver, WA) covered under 5 CFR 330.601 CTAP - Career Transition Assistance Plan or 5 CFR 330.701 ICTAP (Interagency Career Transition Plan) surplus/displaced will receive special selection priority.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

SUMMARY OF DUTIES: The incumbent of this position is a designer on a Project Delivery Team responsible for the most complex, advanced design assignments. The incumbent is responsible for the design of highways from the line and grade stage through completion of plans, special contract requirements, and estimates. Gathers and presents information to ensure that design details are understood and applies engineering analysis to problems with design proposals at an early stage. Develops drawings for projects involving unusual and unique work items. Develops specifications for important work items or design details with little or no precedent. Conducts cost comparison studies. Tracks preliminary engineering costs.

QUALIFICATIONS REQUIRED:

GS-802-12: Applicants must have 1 year of specialized experience equivalent to the GS-11 grade level.

Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. In addition to work as a civil engineering technician, other qualifying specialized experience includes work as a draftsman, surveying technician, construction estimator, physical science technician, or mathematical technician.

For additional information on qualifications, please refer to the OPM Operating Manual-Qualification Standards for General Schedule Positions, Group Coverage Qualification Standards for Technical and Medical Support Positions available in most personnel offices.

Note: “Well-qualified” for CTAP/ICTAP candidates means an eligible employee who possesses the knowledge, skills, and abilities (KSAs) which clearly exceed the minimum qualification requirements for the position. A well-qualified employee must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the employee must meet each of the rating factors/KSAs established and be able to perform the duties of the position upon entry.

TIME-IN-GRADE REQUIREMENTS: In addition to the above qualifications, applicants must have served 52 weeks at the next lower grade to satisfy time-in-grade restrictions contained in 5 CFR 300, Subpart F.

TIME LIMIT FOR MEETING REQUIREMENTS: All of the above requirements must be met within 30 days after the closing date of this announcement.

EVALUATION METHOD: A determination of basic eligibility will be based on each applicant's personal qualifications. All qualified candidates will be further evaluated on the relevance of their experience, education, training, self-development, honors, awards, and outside activities in relation to each rating factor/KSA expressed in terms of Knowledge, Skills and Abilities (KSAs) necessary to successfully perform the duties of the position.

RATING FACTORS/KSAs: The rating factors/KSAs for this position and their relative importance (expressed in percentages) are listed below and on the Supervisory Assessment.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. 25% Skill in applying highway location, design, construction, and environmental principles, practices, and techniques. The employee must be able to develop highway designs from the scoping and line and grade phase through completion of plans, writing and assembling specifications, and preparing engineering estimates.
2. 25% Skill in analyzing complex highway design issues and proposals and independently developing design concepts and alternatives. The employee must be able to analyze and evaluate design proposals, identify problems, and develop alternative solutions.
3. 20% Ability to express ideas in writing and in person, clearly, concisely, and in logical sequence, including demonstrated ability to develop and present briefings and training, as well as prepare highly technical reports and standards.
4. 20% Skill in coordinating work effectively through others, maintaining harmonious relationships among all parties, and achieving appropriate and timely support.
5. 10% Knowledge of computer application techniques in design (e.g. GEOPAK, CADD, PCS, etc).

HOW TO APPLY: Please submit the following documents:

- (1) FHWA employees submit Form FHWA-1499, Application for FHWA (FMCSA) Employees. The form can be sent via regular mail or submitted electronically through the agency GroupWise E-mail system to the LHRC mailbox.

Non-FHWA applicants submit the following information:

- OF-612, “Optional Application for Federal Employment,” a Resume, or any other application document.
- Most recent SF-50, “Notification of Personnel Action,” showing current tenure, title, series, grade and pay.

- (2) A narrative description of how you meet the rating factors/KSAs; FHWA 1499 item 9 or supplemental statement.
- (3) A completed supervisory assessment (attached) which may be submitted separately.
- (4) Applicants requesting consideration under CTAP/ICTAP must be “well qualified” (see definition in QUALIFICATIONS REQUIRED) and submit documented proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. Documented proof must include a copy of the agency notice, a copy of their most recent performance rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

SUBMIT APPLICATION TO:

E-Mail: LHRC.LHRC@fhwa.dot.gov
FAX: 303-969-5790
Federal Highway Administration
Lakewood Human Resources
Attn: Ruth Croghan (LF1135WL)
555 Zang Street, Room 400
Lakewood, CO 80228

CONTACT INFORMATION:

Ruth Croghan, 303-969-5772, x309

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity: All qualified candidates will be considered regardless of race, color, religion, national origin, sex, political affiliation, age, handicap, sexual orientation or other non-merit factors.

Privacy Act: Your application contains information subject to the Privacy Act (P.L. 93-597.5 USC 522). The information is used to determine qualifications for employment, and is authorized under Title 5 U.S.C. Code, Sections 3302 and 3361.

SUPERVISORY ASSESSMENT

NUMBER: LF1135WL

CLOSES: 10-09-01

APPLICANT'S NAME:

POSITION: Civil Engineering Technician, GS-802-12

INSTRUCTIONS: BOTH FIRST- AND SECOND-LEVEL SUPERVISORS MUST SIGN THIS FORM. This form lists the rating factors/knowledge, skills and abilities (KSAs) which are necessary for successful performance in this position.

FIRST-LEVEL SUPERVISOR: Please provide comments on each Rating Factor/KSA under Part A.

SECOND-LEVEL SUPERVISOR: Please provide your comments under Part B.

PART A: RATING FACTORS/KNOWLEDGE, SKILLS AND ABILITIES (To be completed by first-level supervisor.)

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. 25% Skill in applying highway location, design, construction, and environmental principles, practices, and techniques. The employee must be able to develop highway designs from the scoping and line and grade phase through completion of plans, writing and assembling specifications, and preparing engineering estimates.
2. 25% Skill in analyzing complex highway design issues and proposals and independently developing design concepts and alternatives. The employee must be able to analyze and evaluate design proposals, identify problems, and develop alternative solutions.
3. 20% Ability to express ideas in writing and in person, clearly, concisely, and in logical sequence, including demonstrated ability to develop and present briefings and training, as well as prepare highly technical reports and standards.
4. 20% Skill in coordinating work effectively through others, maintaining harmonious relationships among all parties, and achieving appropriate and timely support.
5. 10% Knowledge of computer application techniques in design (e.g. GEOPAK, CADD, PCS, etc).

First-Level Supervisor

Signature

PART B--NARRATIVE COMMENTS (To be completed by second-level supervisor.) Additional sheets may be attached, if necessary.

Second-level Supervisor

Signature

Pursuant to the Privacy Act of 1974, upon employee request to the Office of Personnel and Training for disclosure of his/her Supervisory Assessment, it will be necessary to provide this information to the employee.

FHWA 1499 - APPLICATION FOR FHWA EMPLOYEES

NUMBER: LF1135WL

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1. NAME:

2. JOB TITLE, GRADE AND SERIES IN ANNOUNCEMENT:

3. LOCATION(s) APPLYING FOR:

4. MAILING ADDRESS:

5. TELEPHONE NUMBERS (include area code(s)):

Day:

Evening:

6. WORK EXPERIENCE: Please list assignments related to the advertised position/occupation:

From/To Dates

Title/Grade

Organization/Location

7. RATING ON LAST PERFORMANCE EVALUATION

☐ Outstanding

☐ Meets or Exceeds Requirements

☐ Fails to Meet Requirements

8. NAME(S), TITLE(S), AND TELEPHONE NUMBER(S) OF CURRENT & PRIOR TWO SUPERVISORS

9. RATING FACTORS/KNOWLEDGES, SKILLS, AND ABILITIES (KSAs): Please describe how your experience, training, awards, etc. relate to the Rating Factors/KSA's for this position. (Expand the space to meet your needs, but please do not exceed one page per Rating Factor/KSA.)

10. What is your highest grade held ☐

Dates From[] To[]

11. Applicant Signature_____

Date _____

